

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Requests for Training Films

FROM:		EXTENSION	NO.
DTR			DTR-8559
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. DD/S, Attn: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>			Comments (Number each comment to show from whom to whom. Draw a line across column after each comment.)
2.			
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Ref. DD/S 67-1968

Per your request, attached is a memo on film production requesting procedures. We assume you will make the appropriate distribution of this information within the Support Directorate. You may want to effect a procedure wherein the individual Support Offices coordinate their film requirements with OTR prior to submission to the DD/S for approval.

JR per WFM

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DD/S 67-2578

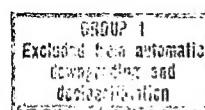
MEMORANDUM FOR: ~~Office of the Director~~  
Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology

SUBJECT : Requests for Training Films

1. A review has recently been made of the Film Production Unit located in the Office of Training. As a result of this review, certain new procedures and controls have been established concerning the request and approval for production of motion pictures. The primary mission of the Unit is to produce films for use in OTR training programs and the secondary mission is to produce films in support of other Agency requirements.
2. The ~~DD/S~~ is responsible for approving motion picture requests and determining production priorities. ~~Future Requests~~ from various Agency components must have the approval of the appropriate Deputy Director and then be forwarded directly to the Office of Training for review. These requests will contain (1) a description of the film's projected use including frequency of showings and expected life, (2) an estimate of the cost of production, and (3) a statement of agreement to pay all costs in excess of regular staff salaries of the Unit and use of existing equipment and facilities.
3. The Office of Training will render budget and technical guidance to the requesting office, conduct preliminary negotiations in the event of production conflicts, and make appropriate recommendations to the ~~DD/S~~ concerning all aspects of the film's production.

*Deputy Director for Support*

R. L. Bannerman  
Deputy Director  
for Support



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